COMMAND LEGAL ACTION (CLA)

Presenter: GySgt DuBuclet

AGENDA

UNSATISFACTORY PARTICIPATION

- ✓ DRILL WEEKEND #1 = 4 Drills (4Total UA's Cumulative)
- ✓ DRILL WEEKEND #2 = 4 Drills (8 Total UA's Cumulative)
- ✓ DRILL WEEKEND #3 = 4 Drills (12 Total UA's Cumulative)
- ✓ Once Marine exceeds 9 Unauthorized Absences
- ✓ Documentation to Upload into OMPF
- ✓ Conclusion
- ✓ Questions

REFERENCES

MCTFSPRIUM
MCO P1900.16F
MCO 1001R.1K
MCO 1741.8
MCO P1070.12K
FORO P5800.6
MARADMIN 26/15

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UNSATISFACTORY PARTICIPATION

DRILL WEEKEND #1 = 4 Drills (4Total UA's Cumulative)

Actions are to be completed immediately before, during or after the drill weekend

Documentation to be completed for UA Marines:

- **Attempt to contact the Marine once per drill (Annotate attempts on contact sheet)**
- **Home site visit (within 50 miles) if Unit is unable to contact member via telephone (optional)**
  (statement of site visit results signed with signature)
- **Report Marine UA in DM**
- **Mail Unsatisfactory Participation Letter (Certified mail w/ Return receipt PS Forms 3800/3811)**
- **Draft unsatisfactory participation Page 11 entry**

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UNSATISFACTORY PARTICIPATION

DRILL WEEKEND #2 = 4 Drills (8 Total UA's Cumulative)

Actions are to be completed immediately before, during or after the drill weekend

Follow on actions to complete from previous drill weekend documentation:

- Acquire signature(s) for unsatisfactory participation Page 11 entry from previous month.

New actions to complete for current drill weekend UA Marines:

- Attempt to contact the Marine once per drill (Annotate attempts on contact sheet).
- Home site visit (within 50 miles) if member is unable to contact member via telephone (optional).
  (statement of site visit results signed with signature)
- Report Marine UA in DM.
- Character Statements from Chain of Command.
- Mail unsatisfactory participation Letter (Certified mail w/ Return receipt PS Forms 3800/3811).
- Draft unsatisfactory participation Page 11 entry.

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UNSATISFACTORY PARTICIPATION

DRILL WEEKEND #3 = 4 Drills (12 Total UA's Cumulative)

Actions are to be completed immediately before, during or after the drill weekend

Actions to complete from previous drill weekend documentation:

- **Acquire signature(s) for unsatisfactory participation Page 11 entry.**

Actions to complete for current drill weekend UA Marines:

- **Attempt to contact the Marine once per drill (Annotate attempts on contact sheet).**
- **Home site visit (within 50 miles) if member is unable to contact member via telephone (optional)**
  (statement of site visit results signed with signature).
- **Report Marine UA in DM.**
- **Mail unsatisfactory participation Letter (Certified mail w/ Return receipt PS Forms 3800/3811).**
- **Draft unsatisfactory participation Page 11 entry.**

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UNSATISFACTORY PARTICIPATION
(Additional Documentation)

Additional Documentation to Upload into the CLA System

- **MCTFS D984 Screen (Validate Absences reported in MCTFS)**
- **MCTFS TRED Screen (Validate Next of Kin address for PNOK letter)**
- **MCTFS TBIR Screen (Validate member's home address for delivery of NOS package)**
- **Page 3 and/or MCTFS CHRO Screen**
- **Page 11 entries (Not Recommended and Promotion Restrictions)**
- **Unit Punishment Book NAVMC 10132 (If applicable)**
- **Required Page 11 entry upon Certification of Separation Package (Final Page 11)**
- **Any additional supporting documentation**

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UNSATISFACTORY PARTICIPATION

(Once Marine exceeds 9 Unauthorized Absences)

- **Initiate CLA package. The CLA package will contain:**
  -Notice of Separation (NOS)
  -Acknowledgement of Rights (AOR)
  -Board for Corrections of Naval Records (BCNR)
  -Naval Discharge Review Board (NDRB)
  (Mail documents Certified mail w/ Return receipt PS Forms 3800/3811)
  (20 days if mailed) or (2 days if hand delivered) for the member once received to sign/return separation package
  (Maintain Copy of blank forms on file for separation package if not returned by the member)
  (Attempt home delivery if member resides within 50 miles)
- **Upon delivery complete the required Affidavit of Service (AOS) dictating method of delivery**
- **Mail the NAVMC 11378 Termination of Service Members Life Insurance (SGLI) Notice**
  (Allow 60 days from date of receipt to pay their SGLI debt)
  (Certified mail w/ Return receipt PS Forms 3800/3811)
  - **After 60 days mail the NAVMC 11379 Final Notice of Termination of SGLI (Certified mail w/ Return receipt PS Forms 3800/3811)**
- **Mail Primary Next of Kin (PNOK) Letter (Certified mail w/ Return receipt PS Forms 3800/3811)**
- **Suspend/Terminate MGIB (System process/must validate MCTFS: SUSPENDS on UA# 13 and TERMINATES on UA# 16)**
- **Terminate SGLI (TTC 309 000)**
  (Report DOA/ED last day of the month once exceeding 90 days from receipt of NAVMC 11378)
- **Report Strength Category Code 'X' (TTC 112 000) (ONLY ONCE SUBMITTED TO MSC CG)**
- **Reduction (as directed in the GCMCA Letter)**
- **Report pro/con marks**
- **Upon GCMCA determination report Discharge (TTC 378 000) (Internal check out within**

CLA

- **<u>Documentation to Upload into OMPF</u>**
- **6105 Counseling's**
- **Signed Notification of Separation**
- **Acknowledgement of notification of administrative separation**
- **Signed appendix D, BCNR/NDRB**
- **Marine’s statement(s) of matters for consideration, if applicable**
- **Commanding Officer separation recommendation with endorsements to the separation authority**
- **Legal review, if required**
- **Separation authority final action letter**
- **Sworn Affidavit of service by mail, if required**
- **Other relevant documentation depending on the basis for separation and by the separation authority or SJA, such as: Minority report from the Administrative Separation Board, all documents relating to NJP (UPB, Pg 11, ETC), Punitive Letters of reprimand and related documents, evidence of civilian conviction if applicable, and pretrial agreements if applicable.**

******Documentation, procedures and requirements will vary between MSCs procedures and the unsatisfactory participants situation******

CONCLUSION

The following topics were discussed during the course of this presentation: actions to be completed for unsatisfactory participation from the first through third drill weekend and actions to be completed once a Marine exceeds 9 unauthorized absences and upon GCMCA determination.

Questions?